RM-AuthPersonnel Form Rev. 3/1/2011

REQUEST FOR RECORDS AUTHORIZED PERSONNEL

AGENCY NO: ____________ DATE: ____________ MM/DD/YYYY

USER ACTION	EMPLOYEE INFORMATION					RECORD INFORMATION: PROGRAM (ownership)		RECORD INFORMATION: SCHEDULE		SERIES ITEM ACTION
Add New, **Amend** Existing, or **Delete** User	**Name (Last, First)**	**Bureau / SAP cost code**	**Bur / SAP Cost Center Name**	**Address** (required for NEW User or if information changed)	**Phone No** (Req for NEW users or if info changed)	**Bureau / SAP cost code**	**Bur / SAP cost center Name**	**Bureau / SAP Cost code** (or Gen Sched Group)	**Records Series Item #**	Indicate **remove** or **add** Items